



# Town of Duxbury Massachusetts Planning Board

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## Minutes 09/14/15

The Planning Board met on Monday, September 14, 2015 at 7:00 PM at the Duxbury Town Hall, Small Conference Room.

Present: Brian Glennon, Vice Chairman; Cynthia Ladd Fiorini, Clerk; John Bear, Scott Casagrande, and Jennifer Turcotte.

Absent: George Wadsworth, Chairman; David Uitti; and Mary Elizabeth Burgess, Interim Planning Director.

Staff: Diane Grant, Administrative Assistant.

Mr. Glennon called the meeting to order at 7:00 PM.

### OPEN FORUM

Hall's Corner: Mr. Bear requested to add this topic to a future Planning Board agenda. Mr. Glennon directed staff to add it to the next available Planning Board agenda.

Updated Zoning Bylaws: Ms. Grant reported that revised Zoning Bylaws have been printed to reflect the Zoning Bylaw amendment passed at Annual Town Meeting in March 2015, a housekeeping article that references payment to the Duxbury Affordable Housing Trust for fees in lieu of affordable housing. She distributed a set of Zoning Bylaws to Planning Board members.

### INTERVIEW OF CANDIDATE FOR PLANNING DIRECTOR POSITION

Present for the discussion were the Planning Director candidate, Ms. Valerie Massard, and Human Resources Director, Ms. Jeannie Horne. Mr. René Read, Town Manager, attended the latter portion of the interview also. Mr. Glennon asked Planning Board members to introduce themselves to Ms. Massard. He then asked Mr. Bear, who served on the Planning Director Hiring Team along with Mr. Wadsworth, to provide an overview of the screening process and how the Hiring Team came to recommend one candidate instead of several candidates as expected.

Mr. Bear stated that the Hiring Team consisted of the following members:

- George Wadsworth, Planning Board
- John Bear, Planning Board
- Shawn Dahlen, Board of Selectmen
- René Read, Town Manager
- Jeannie Horne, Human Resources Director
- Patricia Loring, citizen-at-large
- Marianne Gonsalves, Human Resources Administrative Assistant.

Mr. Bear stated that the Hiring Team went through a well-designed process, screening seven applicants down to interviewing four candidates. He stated that the Hiring Team recognized that the Planning Board would be the hiring authority. He stated that although he was uneasy with presenting only one candidate to the Planning Board, the top candidate stood out in qualifications and experience. He stated that if the Planning Board did not choose to hire the candidate that the Hiring Team has presented, the search would begin again.

Ms. Horne added that the recruiting process was geared toward bringing forward the best candidate. She stated that all four candidates interviewed were highly qualified; however, the Hiring Team felt that Ms. Massard would be the best candidate to present to the Planning Board. Mr. Glennon thanked the members of the Hiring Team for their work.

Mr. Glennon asked Ms. Massard to introduce herself and her background. Ms. Massard stated that she had worked in Plymouth for 11 years in Planning and Conservation capacities. She presented her work experience in both public and private sectors. She highlighted her educational training and professional certifications.

Planning Board members asked interview questions. Mr. Casagrande asked about Ms. Massard's point of view on addressing broad zoning issues that the Town of Duxbury faces, such as reviewing the Wetlands Protection Overlay District, updating the Comprehensive Plan, and the work of the Zoning Bylaw Review Committee. Ms. Massard provided background on her experience with updating zoning bylaws, overlay districts and working with GIS.

Ms. Ladd Fiorini asked about Ms. Massard's experience in working with multiple communities on sea level rise issues. Ms. Massard explained her experiences working in Plymouth with the Towns of Duxbury and Kingston on a Coastal Zone Management grant, noting that she is a certified floodplain manager.

Mr. Bear asked about Ms. Massard's experience in working with Makepeace in the Town of Plymouth. Ms. Massard recounted her experience negotiating with a developer who owned a large amount of land over three towns, working with the developer, multiple municipal staff, attorneys and engineers on a complex application process.

Ms. Turcotte asked about Ms. Massard's thoughts on addressing sea level rise from a land planning perspective. Ms. Massard stated that sea level rise is the issue of our time, and expressed her interest in working with local, regional, state and federal officials to address coastline issues.

Mr. Glennon asked about Ms. Massard's experience in preparing a budget, managing staff, and working with other departments. Ms. Massard related her management training and experience in managing departments in the public sector. Mr. Glennon asked if Ms. Massard is a notary public, and she replied that she intends to obtain certification. Mr. Glennon asked if there would be any reason she would not accept the position, and if there was any part of the job description that she would change. Ms. Massard replied that she would like to work as Planning Director for the Town of Duxbury, and she finds all phases of the job to be interesting and she will face any challenges that may come up.

Mr. Bear asked Ms. Massard what her approach would be in the process of putting together a plan such as an Open Space Plan. Ms. Massard stated that it would be important to reach out for public input, providing examples from her past work experience.

Mr. Bear asked Ms. Massard what is the key in obtaining grants, and she responded that it is important to maintain a dialogue with both the grant makers and stakeholders.

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Mr. Glennon asked Ms. Massard if she had questions for the Planning Board members. She asked the Planning Board members if they were "hands-on" board members. Mr. Casagrande responded that not only is the Planning Board active, but there are a number of residents active in the government process. Mr. Glennon added that as elected officials, he and other Planning Board members may make inquiries to the Planning Director from time to time on behalf of residents.

Mr. Glennon asked for any public input. Mr. Mark Casey of 25 Lincoln Street stated that it would be in the public interest for the Town of Duxbury to have a certified floodplain manager on staff because there is a program that may provide a substantial savings to residents who are required to participate in the National Flood Insurance program. He asked if Ms. Massard would be required to fill that role for the Town of Duxbury. Mr. Glennon noted that it is not part of the Planning Director job description. Mr. Casey suggested that a stipend could be offered to a town official to serve in that role.

Mr. Glennon invited a motion to offer Ms. Massard the position of Planning Director for the Town of Duxbury.

**MOTION:** Ms. Turcotte made a motion, and Mr. Bear provided a second, that the Duxbury Planning Board offer full-time, regular, benefit eligible employment as Planning Director to Valerie Massard, AICP, CFM, contingent and effective upon all of the following: (a) successful completion of the standard pre-employment screening process with the Town of Duxbury Human Resources Department; (b) the terms of an offer letter providing additional information; and (c) an acceptance deadline to be provided to Ms. Massard by the Town Manager and a Planning Board representative.

**VOTE:** The motion carried unanimously, 5-0.

Mr. Glennon congratulated Ms. Massard and thanked Ms. Horne for her professional guidance in the process. Ms. Horne confirmed that she and Mr. Read would handle the hiring procedures from this point on.

## OTHER BUSINESS

Planning Board Meeting Schedule: Ms. Grant noted that a Planning Board meeting is scheduled for next Monday, September 21 at 7:00 PM. Mr. Glennon noted that the meeting had been scheduled for the sole purpose of interviewing Planning Director candidates. Since the interviews have concluded, he directed staff to cancel the September 21 meeting.

## ADJOURNMENT

The Planning Board meeting adjourned at 8:00 PM. The next Planning Board meeting will take place on Monday, September 28, 2015 at 7:00 PM at Duxbury Town Hall, Small Conference Room, 878 Tremont Street.

## MATERIALS REVIEWED

### Interview of Candidate for Planning Director Position

- Résumé of candidate
- Planning Director Job Position posting
- Draft Job Description
- Legally Compliant Job Interviews
- Interview Questions: Legal or Illegal?
- Planning Director 1<sup>st</sup> Round Interview Matrix
- Planning Director 2<sup>nd</sup> Round Interview Matrix
- Blank interview matrix

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